

27 April 1956

OFFICE OF PERSONNEL MEMORANDUM NO. 42-100-16

SUBJECT: Preparation of Congressional Correspondence

1. Records and Services Division is responsible for preparing correspondence in congressional cases as required by the nature of the case or any special instructions from the Legislative Counsel or the Director of Personnel. To insure that every case receives proper attention, the Files Section, the Transactions Section, and the Correspondence Section (RSD) will route the files to the Office of the Chief, RSD, when any action is taken on congressional cases.

2. As a general practice, all congressional inquiries will be answered on a 24 hour basis; two copies of the correspondence will be furnished the Legislative Counsel. The action and type of correspondence normally required on this type of applicant is shown below:

<u>NATURE OF ACTION</u>	<u>TYPE OF CORRESPONDENCE</u>
1. Referral of applicant from Congressman	a. Acknowledgement to Congressman
	b. Letter to request completion of forms enclosed (copy to Congressman)
2. After forms received and immediate reject due to qualifications.	a. Letter to Congressman on reject (enclosing copy of reject to applicant)
	b. Letter of reject to applicant
3. Failure of applicants to submit forms (after 90 days)	a. Letter to Congressman on failure of applicant to file forms
	b. Close-out letter to applicant
4. Referral of applicant for selection	a. Interim letter to applicant
5. No suitable vacancy	a. Advise Congressman of no suitable vacancies (copy of letter to applicant)
	b. Advise applicant of no suitable vacancies
6. Acceptance of applicant for processing	a. Processing letter to applicant
7. Clearance received	a. Applicant invited to EOD

<u>NATURE OF ACTION</u>	<u>TYPE OF CORRESPONDENCE</u>
8. Applicant EOD's	a. Congressman advised of EOD only after <u>all</u> clearances have been received (including medical and full security; no notification will be made on provisionally cleared personnel)
9. Applicant disapproved by Security	a. Congressman notified of status (copy of letter to applicant) b. Letter to applicant
10. Applicant disapproved by Medical Staff	a. Congressman notified of status (copy of letter to applicant) b. True medical reject letter or other letter to applicant
11. Applicant cancels case	a. Letter to Congressman of cancellation b. Acknowledgement letter to applicant
12. Cancellation by Office while in process	a. Letter to Congressman that position is not available b. Letter to applicant

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Director of Personnel